

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**FORENSIC SCIENCE TRAINING COORDINATOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future Forensic Science Training Coordinator positions in the State Crime Laboratories within the Department of Justice which design, coordinate, and monitor training in forensic science. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future, rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located in the Department of Justice's State Crime Laboratories, which design, coordinate and monitor training in forensic science.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time, perform duties which are more appropriately classified as Computer Evidence Recovery Specialist, Controlled Substance Analyst, Firearm and Toolmark Examiner, Forensic Imaging Specialist, Fingerprint and Footwear Examiner, Quality Assurance Coordinator, Examiner of Questioned Documents, DNA Analyst, Toxicologist, and Trace Evidence Examiner.
2. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81 (19) and (13).
3. Positions which, for a majority of the time, are assigned and perform duties which are more appropriately classified by other classification specifications, e.g., Chemist, Microbiologist, Medical Technologist, Environmental Toxicologist.

4. Positions outside the Department of Justice's State Crime Laboratories which, for a majority of the time, are assigned and perform duties that are more appropriately classified as Training Officer, Training Coordinator, Training Director.
5. Positions specializing in policy analysis, program planning, facility or regional planning, program evaluation, purchasing or budgeting activities for a majority of the time.
6. Positions responsible for activities found in a hospital, clinic, or institution laboratory, or related to misdemeanor criminal investigations, or found in a teaching laboratory for a majority of the time..

D. Entrance Into and Progression Through This Classification

Employees typically enter this classification by competitive examination.

## II. DEFINITIONS

### FORENSIC SCIENCE TRAINING COORDINATOR - ADVANCED

Positions allocated to this level function at the full performance level and independently design curricula for laboratory sponsored Evidence Technician schools. Positions coordinate logistics for training schools; monitor and evaluate training programs and instructors; and ensure that the Physical Evidence Handbook is updated and consistent with the laboratory policies and procedures. Positions in this classification series maintain proficiency in a laboratory scientific discipline; participate in proficiency testing in his/her forensic discipline(s); independently perform complex examinations and comparisons; testify in court as an expert witness; perform quality assurance procedures to maintain high standards for a quality work product; prepare confidential reports of analytical laboratory findings, evaluations and conclusions; conduct related research; maintain equipment; conduct laboratory tours and training sessions for law enforcement and other related groups; may be "on call" to provide law enforcement agencies with technical assistance at crime scenes and autopsies; and consult with and provide assistance to law enforcement personnel relative to the services of the laboratory. In addition, these positions also function as the unit leader of the field response program; coordinate and monitor the statewide field response program; develop and recommend field response members; and participate as a field team member. These positions also coordinate and present law enforcement training. The work is performed under the general supervision of Crime Laboratory Director.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 14, 2002, and announced in Bulletin MRS-SC-141. These positions were previously classified as Forensic Scientists.